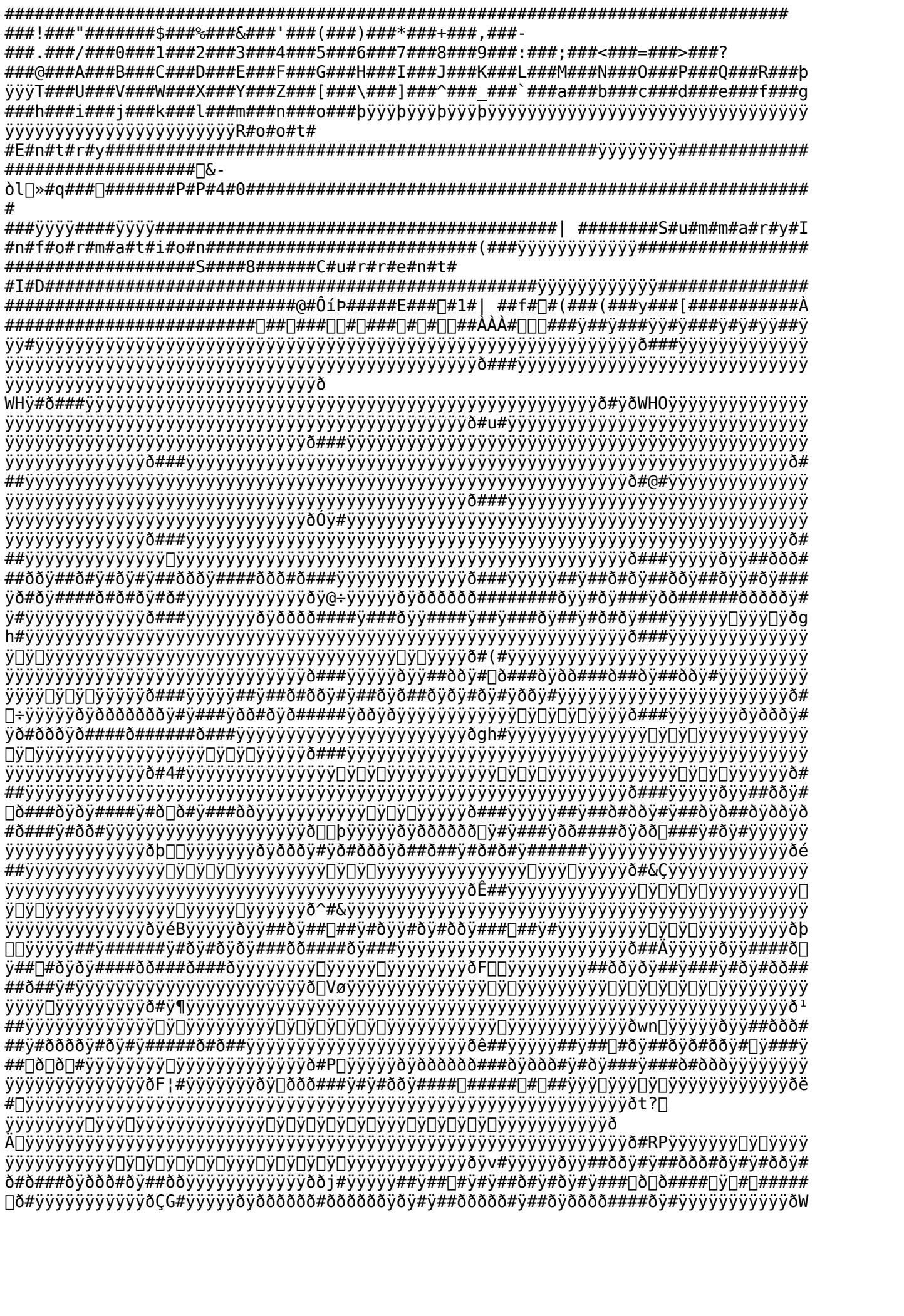

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      s#ÿÿ ###ÿÿ####Uÿu#ÿÿK#########d#########□###WHAT IS IT?WHY WAS IT BROUGHT
ABOUT?WHEN CAN IT BE USED?HOW IS IT COMPUTED?WHO CAN PRESCRIBE IT?WHO CAN
RECEIVE IT?WHEN WILL IT BE AVAILABLE?#
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###ÿÿ#####ÿ□#ÿÿd#########d#########é###PROPORTIONAL meal rateThe concept of proportional meal rate was born as part of the travel simplification process.The onset of travel simplification and the simultaneous desire to create a single meal rate for meals in Government messes (dining facilities) led to the situation wherein travelers would either receive: the locality-based Meals and Incidental Expenses (M&IE) rate, or   the amount needed for three meals in the Government mess plus the appropriate amount for incidental expenses.In addition, retention of the existing system of meal-by-meal rate adjustment based on availability of individual meals created extra record keeping and extra work in settling travel claims.A third meal rate was determined to be the best solution for those situations. This third □proportional□ meal rate would accommodate □some□ meals being eaten in the Government mess or those other situations when meal costs would otherwise have to be deducted from or added to the per diem after travel.P

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      s#ÿÿ####ÿÿ####UÿF#ÿÿA#########d#############WHY WAS IT BROUGHT ABOUT?
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Simplification made tracking meal-by-meal adjustments too administratively intenseA per diem amount between the offbase locality and the onbase Government mess available rate was neededVersatileConsiders local costs and conditions□

###ÿÿ#####ÿ□#ÿÿd#########d#############The existing meal-by-meal deduction and per diem adjustment that follows TDY travel has been shown to be too work-intensive both for the traveler and for the travel voucher examiner. With the onset of the system enabling simplified travel rules to be used, a simpler mechanism was needed.During 1995-1996, a movement began to simplify the method of paying for meals in dining facilities. The several payment rates were to be combined into a single rate and much of the operating expenses for the dining facilities was to to be covered away from the direct meal payments. This meant a much lower daily rate could be charged for using a Government mess, but it also meant that those travelers who could use the dining facility some of the time either would receive the locality per diem rate (and potentially be very overpaid) or receive the onbase rate (and be potentially be very underpaid). Some per diem amount - in the middle - was needed.The average of the onbase and locality offbase rate for meals - plus the incidentals - seemed to be the answer. It varied from locality to locality taking into account the variable nature of offbase meal costs yet could be computed simply by knowing the locality meal rate and the Government mess available rate. Versatile and locality cost-based.#

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s#ÿÿ####ÿÿ#####ÿ□#ÿÿd#########d#############WHAT IS IT?A meal rate amount which is the average of the locality meal rate portion of the Meals and Incidental Expenses (M&IE) amount and the cost for three meals in a Gov□t mess (dining facility)The appropriate amount for incidentals is added to it; lodging is separate#

###ÿÿ#####ÿ□#ÿÿd#########d#########'###There is nothing magic about the proportional meal rate. It’s simply an average of the locality meal rate and the Government mess meal rate to which is added the appropriate incidental expense rate.The lodging portion of per diem isn’t affected; it’s dealt with in the same manner as before. The key for “PROPORTIONAL MEAL RATE” is that the traveler will be staying in Government quarters ON BASE and the order-issuing authority deems the PROPORTIONAL MEAL RATE for meals plus the incidentals expense amount adequate to meet the traveler’s needs. #

#)#########)#####,###########)#########)####ÿ#ÿÿd#########d#########2####ªöüV s#ÿÿ####ÿÿ####UÿF#ÿÿA#########d#########y###WHEN CAN IT BE USED?Basically - four circumstancesIn Gov’t quarters ON BASE w/at least one meal available in a Gov’t mess, or In Gov’t quarters ON BASE w/Gov’t mess available rate prescribed but mess isn’t available, orOn a day when one/two meals are otherwise paid for by the Government (e.g., a registration fee), or Meals must be purchased when not entitled to per diemE

##########ÿ#ÿÿd#########d#########7###The concept of the proportional meal rate incorporates four circumstances.The first circumstance presumes the order-issuer knows that the traveler will be quartered ON BASE, has some access to a Government mess, but the mission requires the traveler not to use the Government mess part of the time. The order-issuer simply prescribes the proportional rate which takes the partial mess availability into account.The second circumstance is like the first except that it allows the order-issuer to bring reality to bear when the Government mess was thought to be available for all three meals and it turns out not to be so. If the traveler's certification of partial non-availability is accepted by the order-issuer, the Government mess available rate can be raised to the proportional (or even the locality) rate. In the third circumstance, the traveler will have one or two meals on a given day included in a registration fee or otherwise provided free of charge. NOTE THAT MEALS ON AIRLINES AND MEALS PROVIDED BY FRIENDS AND RELATIVES AREN'T IN THIS FREE-OF-CHARGE CATEGORY. On days when a registration fee or course fee covers one or two meals, the proportional meal rate applies. If no one knew there were meals provided in a fee, and the traveler had the locality M&IE rate prescribed, after the travel is done, the traveler simply indicates what days there were free meals and the M&IE for those days is shifted to proportional.The last circumstance covers a traveler who isn't expected to buy a meal (e.g., group travel, field/sea duty) and uses proportional per diem to cover.Ã

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s#ÿÿ####ÿÿ#####ÿ□#ÿÿd#########d#########H###HOW IS IT COMPUTED?The locality meals portion of per diem and cost of three meals in a Gov□t mess are averagedExample: M&IE rate ($26) has $24 for meals and $2 for Incidentals. Using $6.25 cost for three meals in a Gov□t mess, the proportional meal rate would be ($24+$6.25) = $30.25/2 = $15 (rounded) + $2 for the □I□ = $17

###ÿÿ#####ÿ□#ÿÿd#########d#########8###Proportional meal rate computation is simple. An average of the locality meals rate and the cost of three meals in the Government mess is made and rounded to the nearest dollar. The appropriate incidental rate is added. Done!In CONUS, the incidental rate is always $2.00/day. OCONUS, the incidental rate might be part of the locality Meals and Incidental Expenses (M&IE) rate or it might be $3.50/day. The correct incidental rate is added to the average of the meal amounts to arrive at the complete M&IE rate.Example: (Using a Government meals rate of $6.25) CONUS (as on the above slide)   OCONUS (with locality incidental expense rate) M&IE rate = $64 (meals $51, I=$13) Proportional meal rate would be ($51+$6.25)/2 = $29 (rounded)+ $13 = $42   OCONUS (with $3.50 incidental expense rate) M&IE rate = $64 (meals $51, I=$13) Proportional meal rate would be ($51+$6.25)/2 = $29 (rounded)+$3.50 = $32.50REMINDER - The proportional meal rate can be prescribed when meals are otherwise paid for by the Government, OR, more usually, when the traveler is being lodged on base.

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WHO CAN PRESCRIBE IT?The order issuing authority (or Authorizing Official - AO - in the simplified rules), or The commander of a □schoolhouse□ facility r

###ÿÿ#####ÿ□#ÿÿd#########d#########Ê###Typically, the proportional meal rate would be prescribed as part of the order (should-cost estimate) before travel begins if the order-issuer: saw a mission requirement for the traveler to stay in on-base Government quarters with partial access to a Government mess, or knew that a meal(s) were covered by a registration fee on a certain day(s). The traveler would know - up front - that the meal money being provided presumed some use of an available Government mess or that the meals covered by fees were already considered.In the schoolhouse scenario under the simplified rules, the commander of the schoolhouse facility would be able to prescribe the proportional meal rate.Presume a traveler went to a TDY site with orders that provided the Government Meal Rate (i.e., the Government mess was available for all meals each day to the traveler and the traveler is lodged on the installation) and in reality the traveler couldn□t, for reasons acceptable to the order-issuer, use the Government mess for all meals. The order-issuer could, after the fact, increase the per diem rate from Government meal rate to proportional rate (or even to the locality rate if things really turned sour on mess availability).

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      s#ÿÿ####ÿÿ#####ÿ□#ÿÿd#########d#########§###WHO CAN RECEIVE IT?Uniformed
personnel and/or DoD civilian employeesOthers traveling for DoD and receiving
travel and transportation allowances as civilian employees#
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###ÿÿ#####ÿ□#ÿÿd#########d#########4###The order-issuer can prescribe the proportional meal rate for: any day a traveler, staying in on-base Government quarters, has access to a Government mess for at least one meal, or any day a traveler has one or two meals covered by a registration fee or otherwise paid for by the Government.Uniformed personnel and DoD civilian employees (and those traveling under DoD civilian travel rules) may have the proportional meal rate prescribed if the mission calls for the use of Government quarters and a Government mess is available for at least one meal.

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s#ÿÿ####ÿÿ####UÿF#ÿÿA#########d#########@###WHEN WILL IT BE AVAILABLE?Two answersScheduled for implementation on 1 October 1996Can be prescribed before travel begins, ORas an increase from the Gov□t mess rate for full days at the TDY site when the mess wasn□t available to the traveler for all three meals, but the Gov□t mess available rate had been prescribed

###ÿÿ#####ÿ□#ÿÿd#########d#########□###The introduction of the proportional per diem concept is planned to parallel the introduction of the single rate for Government meals. It□s currently anticipated for October 1, 1996.NOTE: The only time the proportional meal rate can be prescribed AS A DECREASE AFTER THE FACT is when the traveler reports that a meal/meals were included in a fee and that inclusion wasn□t anticipated before travel began.

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